

North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised 11/30/10

INSTRUCTIONAL AREA: Business and Technology

ASSOCIATE DEAN: Robert J. Marsh, Ph.D

DEAN OF INSTRUCTION: Christine Hammond, Ph.D.

DEPARTMENT: Occupational

ORIGINATOR: Jane Bowe

COURSE ALPHA/NUMBER: OAS 253

COURSE TITLE: Microsoft Word

HOURS OF INSTRUCTION:

Credit hours: 3

Lecture: 3

Lab: 0

Clinical: 0

Variable Hours:

Total Hours of Instruction: 3

Total Contact Hours: 52.8

(Total Contact Hours Formula: (lecture hours + lab hours) x 17.6

CATALOG DESCRIPTION: Using Microsoft Word for Windows, this course is designed to assist the student in becoming proficient in word processing. These skills will include saving and retrieving documents, file management, text entry, editing and formatting features, fonts, tools, tabs, printing, simple macros, merging and sorting, footnotes, etc. One of a series of courses leading to Microsoft Office Specialist (MOS) certification.

Advising note: Students must be able to use the Windows environment, keyboard and a mouse prior to enrolling in this course. This can be accomplished by taking CAP 100.

PREREQUISITE(S):

COREQUISITE(S):

GENERAL EDUCATION DISTRIBUTION AREA:

Communications, Writing

Natural Science Group A

Communications, Communications

Natural Science Group B

Humanities Group A

Social Science Group A

Humanities Group B

Social Science Group B

Mathematics

Non Applicable

GENERAL EDUCATION OUTCOMES:

Write and Speak Effectively

Think Critically & Analytically

Write & Speak Effectively and Think Critically & Analytically

Non Applicable

COURSE OBJECTIVES AND OUTCOMES:

- Create and format documents
- Format text and paragraphs
- Manipulate text
- Control pagination
- Insert illustration
- Format illustrations
- Format text graphically
- Insert and modify text boxes
- Use tables and lists to organize content
- Modify tables
- Insert and format references and captions
- Merge documents and data source
- Navigate documents
- Compare and merge document versions
- Manage tracked changes
- Insert, modify and delete comments

METHODS OF INSTRUCTION:

- Lectures
- In class exercises
- Homework assignments
- Projects

METHODS OF EVALUATION:

- Participation
- Lab exercises
- Homework
- Quizzes
- Exams

REQUIRED TEXT AT TIME OF COURSE ADOPTION/REVISION:

TEXTS:

Skills for Success with Microsoft Word 2010, Comprehensive
Kris Townsend, Christie Hovey
Publisher: Prentice Hall
ISBN-13: 9780135088302

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services for assistance: (231)348-6817.

SUGGESTED TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

(List general content description of what is being covered each week)

(If you need more than one line for a week, hit enter at the end of row; second line will begin)

Week	Chapter, Topic
1	Course Intro Common Features of Office 2010
2	Create Documents with Word 2010
3	Format and Organize Text
4	Word with Graphics, Tabs, and Tables
5	Apply Special Text, Paragraph, and Document Formats
6	Assessment 1 Apply Advanced Formatting and Layout Settings
7	Apply Advanced Formatting and Layout Settings - continued
8	Create a Document with Visual Elements
9	Prepare a Document with References
10	Prepare a Document with References - continued
11	Assessment 2 Collaborate and Share with Others
12	Collaborate and Share with Others - continued
13	Work with Styles
14	Create Forms and Macros
15	Create Forms and Macros - continued
16	Final Assessment

APPROVED FOR ADOPTION/REVISION BY THE CRD/AP COMMITTEE ON ___1/31/11_____